

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

TANF CASH ASSISTANCE

Subject:
WoRC Participation, Documentation &
Reconciliation

Supersedes: TANF 701-4 (07/01/05); TB-25 (8/21/06)

► **References:** 45 CFR 261.20-.25; ARM 37.78.102; Deficit Reduction Act of 2005;

► **GENERAL RULE** -- States must report the actual number of participation hours for each work activity in which an adult (or minor child head of household) participated. The state must report actual participation hours for each benefit month rather than the hours negotiated to ensure "accurate and complete" information is reported in the TANF file. Refer to TEAMS User Guide, 700-p.2, for TEAMS procedures.

NOTE: A state's participation rate is calculated on the participation status of each individual required to participate and is NOT averaged out over the entire caseload.

► **Reconciliation Processes:** Effective October 1, 2006, TEAMS will support the following reconciliation processes and will identify which reconciliation method is used for each employability plan.

- a. **Manual Reconciliation:** The manual reconciliation process will enable the WoRC Case Manager to manually reconcile an employability plan when the participant has participated in activities not previously negotiated, or when the participant's actual hours completed for a component are not equal to the negotiated hours.
- b. **Auto-Reconciliation:** The auto-reconciliation process will allow the WoRC Case Manager to indicate the participant has completed his/her employability plan requirements exactly as negotiated. When the indicator is set, TEAMS will automatically reconcile all negotiated activities.

► c. **System Reconciliation:** System reconciliation is the monthly process that will automatically reconcile hours associated with the NEW and HNC component codes.

► The system reconciliation process to reconcile the NEW and HNC components will run at the end of the benefit month and display on TEAMS the beginning of the reconciliation month. For example, TEAMS will automatically reconcile the NEW and HNC components for the benefit month of April in the system reconciliation process run at the end of April, displaying in May.

Section: CASE MANAGEMENT

Subject: WoRC Participation, Documentation
& Reconciliation**► RECONCILIATION
OF ACTIVITIES**

The reconciliation process is focused on specific activities/hours and is necessary to meet federal reporting requirements. During the reconciliation process, the WoRC Case Manager should use the appropriate component codes to indicate the actual activities the participant was engaged in during the month, even if they differ from what was negotiated.

The WoRC Case Manager can use the NPI, NCC, NIH or EBI component codes during reconciliation, if they have been approved by the WoRC Monitor or Central Office.

Example: Joe has negotiated 4 weeks of Job Search (JBS) on his EP for November. On November 29th he contacts his WoRC Case Manager to report he was involved in an accident on November 18th and is in the hospital indefinitely. He provides medical documentation supporting his temporary incapacity.

The WoRC Case Manager will reconcile the first 2 weeks of November using JBS based on actual documentation of Joe's job search activities. The WoRC Case Manager will request approval of the NPI code from the WoRC Monitor and if approved, will reconcile the last 2 weeks of November using NPI.

**► EXCUSED
ABSENCES**

All TANF participants involved in employment and training activities are allowed 10 excused absence days. Use of these excused absence days is limited as follows:

The participant must have good cause for not participating (TANF 1509-1);

1. They may not use more than two excused absences in one month; and
2. They may not exceed 10 excused absence days in a year.

If a participant meets the above criteria for an excused absence, the activity/component will be reconciled with full hours on EMPR. A case note must be entered regarding the use of the excused absence. WoRC Case Manager must manually track in the case file the use of the excused absence days for each participant.

► HOLIDAYS

All TANF participants involved in employment and training activities are allowed federally recognized holidays as "leave days" from activities provided they are unable to participate in the negotiated activity because of the federally recognized holiday.

Section: CASE MANAGEMENT

Subject: WoRC Participation, Documentation
& Reconciliation

EXCEPTION: If the participant is involved in employment and is paid hourly, there will be no leave day allowed for Federal holidays when the place of employment is closed. This exception comes directly from the federal interim rules (DRA).

Example: Joe is employed and has negotiated EMP of 20 hours per week as one of the activities on his Employability Plan. His place of employment is closed on Martin Luther King Day and he is not given additional shifts. He only works 16 hours in that week. Joe is not paid for the hours his place of employment is closed. The WoRC Case Manager would reconcile 16 hours of employment and attempt to reconcile another primary activity for the additional hours.

If however, Joe is paid for the holiday, the WoRC Case Manager would reconcile full hours for that week.

If the participant meets the criteria to be allowed a federally recognized holiday, the activity/component will be reconciled with full hours on EMPR. A case note must be entered regarding the holiday hours.

Example: Susie has negotiated a WEX placement for 33 hours per week. Her WEX placement is at the Rocky Mountain Federal Credit Union. They are closed on Veteran's Day. Susie does not make up the hours for that day. Veteran's Day constitutes a holiday leave day. The WoRC Case Manager will reconcile 33 hours for that week as Susie is considered to have full participation.

► DOCUMENTATION/ VERIFICATION OF ACTIVITIES Documentation/verification of all activities completed by the participant and reported in the TANF File must be maintained in the WoRC case files. The types of documentation and verification may vary, depending on the activity the participant is engaged in. For more information, please refer to the WoRC Guidelines.

DB